



# Request for Proposals

## Professional Services for

## Statewide On-Call Intelligent Transportation System Services

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July 2016

### GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for Intelligent Transportation Systems (ITS) Design Services. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at:

<http://www.transportation.nebraska.gov/rfp/>

All consultants interested in providing professional services for the NDOR are strongly encouraged to review the NDOR's template [Master IDIQ Agreement for Professional Services](#), [Task Order](#), and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. By submitting a proposal in response to this RFP, Consultant, and all subconsultants, agree to meet the substantive requirements of these documents. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an [Insurance ACORD](#).

The NDOR is seeking proposals from consultants who wish to be considered to provide these services primarily for State funded projects. These services may be used on a Local Public Agency (LPA) Federal-aid projects at the discretion of the NDOR and concurrence with the Nebraska Division of the Federal Highway Administration (FHWA). The selected consultant(s) will be required to follow the [LPA Guidelines Manual for Federal-Aid Projects](#) and all applicable Federal and State requirements and procedures for LPA federal-aid projects.

This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the NDOR to do so.

In accordance with NEB.REV.STAT. 84-712 et.seq., Nebraska Public Records Act, documents provided to NDOR are public records subject to disclosure unless consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

**SCOPE OF SERVICES****1. Overview of the work:**

The Consultants may assist the Nebraska Department of Roads (NDOR) with the following or related specified services:

- a. Developing standard plans for ITS projects
- b. Planning, data collection, database collection, mapping/surveying, equipment inspection, designing, developing project plans and specifications, and construction observation services for identified ITS devices and projects
- c. Updating NDOR's ITS Architecture to improve the functional operation and interconnection of NDOR systems.
- d. Updating the NDOR ITS Strategic Plan
- e. Reviewing ITS projects prepared by others
- f. Deploying, trouble-shooting, and maintaining existing and future ITS devices
- g. Developing and conducting ITS training for NDOR and others
- h. Completing a "System Engineering" analysis for NDOR ITS projects in accordance with 23 CFR Part 940
- i. Develop and/or maintain ITS software and hardware systems, e.g., ATMS
- j. Working group meeting facilitation

The above services may include, but not be limited to, work with the following NDOR ITS projects and devices:

**Projects-**

- a. Fiber optic network planning and design
- b. Travel time system
- c. Active Traffic Management study

**Devices-**

- a. Closed Circuit Television (CCTV) Cameras
- b. Road Weather Information System (RWIS)
- c. Highway Advisory Radio (HAR)
- d. Automated Gate Closures
- e. Roadway Sensors
- f. Anti-Icing Systems
- g. Cell Data Modems
- h. Dynamic Message Signs
- i. Fiber optic network

**2. Qualifications, Knowledge and Experience:**

Consultant must have knowledge of and experience working with:

- a. 23 CFR Part 940.
- b. ITS planning & design projects
- c. National Transportation Communications for ITS Protocol (NTCIP) Standards for ITS Elements.
- d. Systems Engineering publications, training, and other resources, such as the Systems Engineering Guidebook for ITS.

**3. Software and Equipment Requirements:**

- a. Consultant shall use ITS Turbo Architecture software when applicable.
- b. Consultant's design files must follow NDOR's drafting procedures, guidelines, and file naming convention using the appropriate version of MicroStation CAD software. Information on NDOR's design protocol can be found on NDOR's website on the Roadway Design page:  
<http://www.transportation.nebraska.gov/roadway-design/downloads.htm>
- c. Reports and documents must be submitted in a form compatible with Microsoft Office products unless otherwise directed.

**4. Expectations for the Deliverables:**

- a. The Consultant shall provide draft copies of all information to be submitted, including but not limited to reports, estimates, survey data, preliminary plans, and related data in electronic format (and paper if requested) for review and approval. The Consultant will then make appropriate changes and provide final copies of all submittals in electronic format (and paper if requested).
- b. The consultant shall meet the deadlines set out in Task Orders.
- c. It is expected that Consultant's work may be incorporated into State or Local Public Agency (LPA) projects.
- b. Deliverables will be submitted in hard copy and electronic form as outlined in the project specific Task Order.

**DETAILS**

It is anticipated that five (5) consultants will be awarded contracts under the Indefinite Delivery Indefinite Quantity (IDIQ) or "on-call" procurement process. The proposed four (4) year contract term will have a guaranteed contract minimum value of \$500 and a maximum value of \$1,000,000. The contract term may be extended up to 6 months. Typical Task Orders that will be awarded under this IDIQ contract will range from \$50,000 to \$250,000. The payment method for the individual Task Order Agreements may be Cost Plus Fixed Fee, Lump Sum, or Specific Rates of Compensation.

A minimum of seven (7) consultants will be short-listed for interviews. The evaluation criteria to be used for the short-listing and final selection are outlined below.

***The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.***

The NDOR will not hold a briefing. All information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information.

Interested consultants must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with the NDOR prior to the deadline identified in the Schedule of Activities. If necessary, a completed DR Form 497 should be submitted to: [DOR.PDAnnualCertification@nebraska.gov](mailto:DOR.PDAnnualCertification@nebraska.gov).

Interested consultants must currently be certified to provide NEPA services for NDOR.

Please submit the Drug-Free Workplace Policy separate from the response to this RFP ([Drug Free Workplace Policy Example](#)). The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal. While the "Drug-Free Workplace Policy" is not a submittal requirement, all consultants must have an acceptable "Drug-Free Workplace Policy" on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's Drug-Free Workplace Policy may be submitted to: [DOR.PDAnnualCertification@nebraska.gov](mailto:DOR.PDAnnualCertification@nebraska.gov)

**Please do not call or write NDOR staff for information regarding the services in this RFP.** Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: [randy.eldorado@nebraska.gov](mailto:randy.eldorado@nebraska.gov) or call (402) 479-4778.

## **EVALUATION CRITERIA**

### **Short List (100 pts)**

- 1. Professional qualifications necessary for satisfactory performance (50 pts)**
  - a. Project manager and key team members are qualified to perform the work categories on the project. Consultant's training, certifications, and other related qualifications.
  - b. Consultant's knowledge and experience with Systems Engineering publications, training, and other resources.
  - c. Consultant's knowledge of ITS Planning & Design Projects.
  - d. Consultant's knowledge of National Transportation Communications for ITS Protocol (NTCIP) Standards for ITS Elements.
- 2. Specialized experience and technical competence in type of work required (25 pts)**
  - a. Consultant has provided comparable ITS projects they have been involved with. Consultant has limited its number of projects to five (5) in their proposal.
  - b. Consultant has provided Systems Engineering related services on past projects.
  - c. Computer programs of the Consultant, i.e. Turbo.
  - d. Consultant has demonstrated understanding of key elements of the work.
- 3. Past Performances (25 pts)**
  - a. Performance evaluations by NDOR regarding the work of the consultant.
  - b. Project schedule adherence on previous projects with NDOR.
  - c. Cooperated with NDOR staff on previous projects.
  - d. If firm has no experience with NDOR, review information obtained from Consultant's references for Consultant's performance with other states, local governments, or appropriate clients.

**Final Selection (100 pts)**

1. **Professional qualifications necessary for satisfactory performance (50 pts)**
  - a. Project manager and key team members are qualified to perform the work categories on the project. Consultant's training, certifications, and other related qualifications.
  - b. Consultant's knowledge and experience with Systems Engineering publications, training, and other resources.
  - c. Consultant's knowledge of ITS Planning & Design Projects.
  - d. Consultant's knowledge of National Transportation Communications for ITS Protocol (NTCIP) Standards for ITS Elements.
2. **Specialized experience and technical competence in type of work required (20 pts)**
  - a. Consultant has provided comparable ITS projects they have been involved with.
  - b. Consultant has provided Systems Engineering related services on past projects.
  - c. Computer programs of the Consultant, i.e. Turbo.
  - d. Consultant has demonstrated understanding of key elements of the work.
3. **Past Performances (20 pts)**
  - a. Performance evaluations by NDOR regarding the work of the consultant.
  - b. Project schedule adherence on previous projects with NDOR.
  - c. Cooperated with NDOR staff on previous projects.
  - d. If firm has no experience with NDOR, review information obtained from Consultant's references for Consultant's performance with other states, local governments, or appropriate clients.
4. **Quality of Interview (10 pts)**
  - a. Presentation was clear and concise.
  - b. Questions were appropriately answered by consultant.

<b>SCHEDULE OF ACTIVITIES</b>	<b>Date</b>	<b>Time</b>
RFP Posted	June 22	
Last Day Updates to RFP may be posted	July 6	5:00 PM
DR Form 497 & Drug-Free Workplace Policy on File at NDOR	July 13	5:00 PM
<b>Proposals Due</b>	<b>July 13</b>	<b>5:00 PM</b>
Post Short-List Consultants & Interview Schedule	July 21	5:00 PM
Interview	July 27	9am-2pm
Post Final Selections	August 1	5:00 PM

**IDIQ ORDERING PROCEDURES**

When ordering specific on-call design services NDOR will consider each selected consultant's proposal along with any performance data on file with the NDOR. The selection of a consultant will be based upon the following criteria:

- a. Professional qualifications of the firm
- b. Specialized experience and technical competence in the type of work required
- c. Past performance of similar type of work

- d. Capacity of firm to perform the work in a timely manner
- e. To fulfill the minimum guarantee

Upon selection, NDOR will prepare a Task Order Agreement that will incorporate the provisions of the Master Agreement by reference and includes some or all of the following performance details:

- a. Detailed scope of work
- b. Detailed description of deliverables
- c. Description of performance/quality measures
- d. Timeline for delivery of services

## **SUBMITTAL OF PROPOSALS**

***All information must be received by the deadline identified in the Schedule of Activities. No exceptions to this deadline will be given.***

One (1) hard copy and one (1) electronic copy of the submittal must be sent to the address listed below prior to the submittal deadline. An electronic PDF version of the consultant's proposal must be included with the hard copy submittal, or it can be emailed to [brad.reid@nebraska.gov](mailto:brad.reid@nebraska.gov)

Consultant Services Engineer  
Nebraska Department of Roads  
Planning and Project Development Division  
1500 Highway 2, PO Box 94759  
Lincoln NE  
PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

Submittals are to include the following in the order given below:

1. Front cover to include the consultant, subconsultants (if applicable), and number and title of the RFP.
2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.
4. A narrative responding to the established evaluation factors not to exceed five (5) pages.
5. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
6. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#) not to exceed six (6) pages for the consultant and six (6) pages for each subconsultant. A separate DR Form 498 must be submitted for each subconsultant to be used.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals should be stapled in the upper left corner. No 3-ring binders.

## **INTERVIEWS**

The short-listed consultants will be notified by telephone of the interview date and time. Interviews will be capped at 15-20 minutes, followed by up to 5 minutes of Q&A with the selection committee members.

The NDOR will make every effort to post the short-listed consultants and the interview schedule on the NDOR's website prior to the deadline identified in the Schedule of Activities.

The NDOR selection committee will conduct interviews with the short-listed consultants via telephone, video conference, or in person at the Department of Roads, Central Complex, 1500 highway 2, Lincoln, Nebraska. Consultant may contact the Consultant Services Engineer to make any special arrangements.

Upon completion of all the interviews and approval of the Director, the selected consultants will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website prior to the deadline identified in the Schedule of Activities.

Kyle Schneweis, P.E., Director  
Nebraska Department of Roads

*EQUAL OPPORTUNITY EMPLOYER*